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Home Page

Sign into Symplectic Elements and you will see the home page.

What you see on the home page is determined by the content and your institution’s licence and configuration of Elements.
Claim publications

The system will email you when it finds new publications in the online databases that match your search terms. These will be placed in the ‘pending’ section of your records to await your approval. To view and claim or reject these publications, click on the link in the alert message at the top of your home screen.

Claim or reject publications using the green ‘tick’ or red ‘cross’ buttons in their header bars. Or you can select a number of publications using the check-boxes in their header bars, then claim or reject the marked publications with the large buttons at the top of the list.
Summary view of publications

To review all of the information associated with a publication, click the title. Alternatively, use the following summary view to review data:
Detailed view of publications

This is the detailed view of a publication, including connections and files deposited to the repository.

**Actions**: Mark publication as favourite. Add the publication to Workspace

**Reporting Date(s)**: defaulted to the publication date(s) of the bibliographic data

**History**: a list of all the events related to the publication

**Data Sources**: detailed view of the bibliographic data by source

**Affiliations map**: choropleth map colouring countries by number of affiliations

**Summary**: a summary view of publication's bibliographic and bibliometric data

**Connections**: a list of the publication's links to other elements

**Repository**: files deposited to the repository for the publication

**Keywords**: a list of keywords associated with the publication (as sourced from data sources, and manually added)
Add publications manually

Publications can be added manually via the plus buttons on the home screen or by clicking ‘Add a new publication’ on the My Publications page.

Find your publication

To avoid creating duplicates and to assist you in your work, you will be asked to perform a search for the publication you wish to add.

The search accepts title, partial title or identifier (ISBN or DOI) and will return records that are already available in *Elements*. Additionally, depending on the publication being added, Book results will be served by Google Books and Journal articles results will be served by CrossRef (if licensed).
Assisted entry is available for books and chapters via Google Books, and for journal articles via DOI lookup if enabled by your institution.
Manual entry

If the search does not return the publication you want to add you can go to the manual entry form at the bottom of the page. This form consists of what is deemed as ‘Essential data’ and ‘Additional data’.
Choose a delegate to edit publications for you

If you are too busy, you can delegate editing rights to another member of staff, in order for them to help you. Set a delegate under ‘Account settings’:

Your delegate(s) will receive copies of your email alerts and will be able to log in (using their own credentials) and ‘impersonate’ you to edit your records.

Importing records from other sources

If you hold records in a reference management application (such as EndNote, Reference Manager or BibTeX) you can import them into *Symplectic Elements* via the link in the ‘Publications’ sub-menu.

The ‘help’ page contains a downloadable guide to the process of importing and exporting records.
Refine your search terms

Searches take place periodically during the day and will include you every time your search settings are updated. You can improve the accuracy of your search by going to ‘search settings’ under Publications in the ‘my elements’ menu. Search terms for each online database can be set individually.

Add database-specific search terms

Symplectic Elements will initiate a search 30 minutes after you have saved your search settings, and will send an email when it finds new publications for you to approve.
Initially, each database will use the ‘default’ search terms. To add database-specific search terms (e.g. a subject category for arXiv), expand the view by clicking on the plus sign next to the database name.
My profile

Your user profile is available to all users in the system. It contains your photo, email address, your links at your institution, your co-authors and a list of your elements. Publications, Grants and Professional Activities are grouped into recent, favourite and all tabs.

External Profiles: links are sourced from the Profile Web Addresses list and arXiv, Scopus and Researcher ID are sourced from Search Settings. The exception is the ORCID which displays in the top section of the profile screen and is sourced from Search Settings.

Publications history: column chart showing publications per year

Your elements: Publications, Professional Activities, Teaching Activities and Grants are grouped into recent, favourite and all tabs

CASRAI dictionary profile fields:
- Overview
- Experience
- Education
- Language competencies
- Addresses
Explore elements in your institution

You can browse and search publications and other elements by other academics in your institution by clicking on ‘explore’ in the main menu. You can save your searches and refer back to them regularly to see when new items appear.